

**MONTGOMERY COUNTY PUBLIC SCHOOLS**

**Final Evaluation Report: Counselor**

**Department of Professional Growth Systems**  
**Office of Human Resources and Development**  
 MONTGOMERY COUNTY PUBLIC SCHOOLS  
 Rockville, Maryland 20850

**DIRECTIONS:** Evaluators complete a narrative description based on the following performance standards for school counselors. The narrative includes information gathered from a variety of sources, including: counselor observations; evidence of contributions to overall school mission and climate; review of data collection and analysis from the Comprehensive Guidance and Counseling Program implementation report; review of student, staff and parent surveys; review of professional growth plans and implementation results; and any other documents collected by the evaluator and/or counselor during the full length of the cycle. Additional documents might include needs assessment data; sample classroom guidance lessons; counselor materials generated to support school-wide positive behavior or character education initiatives; plans from responsive counseling groups; counselor schedules, logs, or calendars; guidance department communications; notes from students, parents/guardians, or teachers; counselor newsletters; documentation of teacher and/or parent/guardian consultation; and any other materials which demonstrate that standards have been met. Please see Page 2 for directions for Completion of Final Evaluation Dates.

Counselor \_\_\_\_\_

Employee Number \_\_\_\_\_ Years of MCPS Experience \_\_\_\_\_

Principal \_\_\_\_\_

- Type:  First-year Probationary  Tenured/First-Year Counselor  
 with CT  without CT  Tenured (3-year cycle)  
 Second-year Probationary  Tenured (4-year cycle)  
 Third-year Probationary  Tenured (5-year cycle)  
 Special Evaluation

School \_\_\_\_\_ Check if Appropriate  Resource Counselor  Department Chair

**Performance Standards:**

- I. Counselors are committed to students and their learning.
- II. Counselors know counseling theories and techniques and their application to student learning and development.
- III. Counselors collaborate in the process of establishing and facilitating a positive learning environment to enhance student growth and achievement.
- IV. Counselors collaborate to continually assess and analyze student needs in order to develop appropriate counseling and guidance interventions/programs.
- V. Counselors are committed to continuous improvement and professional development.
- VI. Counselors exhibit a high degree of professionalism.

**Dates of Observations** (announced?)  Yes \_\_\_\_\_  Yes \_\_\_\_\_  Yes \_\_\_\_\_  Yes \_\_\_\_\_

**Date of Post-Observation Conference** \_\_\_\_\_

**Dates of Post-Observation Conference Report (POCR)** \_\_\_\_\_

**Final Rating**  Meets Standard  Below Standard

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Counselor's Signature \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ *(Counselor's signature indicates that counselor has read and reviewed the final evaluation, not necessarily that the counselor concurs with the contents. Counselors may choose to attach comments.)*

## **Directions for Completion of Final Evaluation Dates**

*Please see summary of minimum required formal observation chart in the [Teacher-Level Professional Growth System Handbook](#) for more information.*

### **Dates of Observation:**

For counselors in their evaluation year, at least two formal observations by principal or qualified observer are required. For tenured and second- and third-year probationary counselors, three observations are required if the counselor may be rated below standard. In all cases, one of the formal observations must be announced. At least one of the formal observations must be done each semester.

### **Dates of Conferences:**

Post-observation conferences should be held within three duty days after the formal observation. Conferences may be delayed by mutual agreement, due to extenuating circumstances. For employees who are not meeting standard, it is highly advisable to maintain documentation to demonstrate the conference was delayed by mutual agreement. (This documentation may be requested by the PAR Panel to ensure the evaluation was conducted with fidelity.)

### **Dates of POCR delivery:**

For employees who are not meeting standard, the evaluator must provide the dates on which the POCR was delivered to the employee. If the employee refuses to sign as acknowledgement of receipt of the POCR, please include the signature of a witness.